



Employment Opportunities Upper Valley Music Center

Registrar

6/22/2021

Description:

Administrative position at the Upper Valley Music Center (UVMC), a non-profit community music school with programs for children and adults. UVMC offers year round individual lessons, group classes, ensembles, workshops and master classes for beginners through advanced players and singers. UVMC's 35 faculty are professional musicians and teachers living in the Upper Valley region of Vermont and New Hampshire. Students travel from over an hour radius to participate in programs. Upper Valley Music Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Duties:

Manage registration activities in support of UVMC's mission. Primary responsibilities include Reception, Registration, Calendar Oversight, Course Catalog & Marketing Support, and Special Events Support. The position calls for excellent people skills, attention to detail, ability to learn new software quickly, independent judgment, flexibility and an ability to work as a team member. Full job description available on request.

Qualifications:

Associates degree or higher. Knowledge of music or education desirable. Experience in customer service or office setting desirable. Excellent technology skills required.

Salary

Full-time, salary commensurate with experience, paid vacation and sick leave

Location:

Lebanon, NH is part of the growing and increasingly diverse Upper Connecticut River Valley that includes Dartmouth College, a major regional medical center, technology businesses and a vibrant arts community. Lebanon is 1 hour from Concord, NH, 1.25 hours from Burlington VT, 2 hours from Boston and 2.5 hours from Hartford CT.

Contact & Application Requirements:

Please email letter of interest and resume with 3 references to:

Benjamin Van Vliet, Executive Director

ben@uvmusic.org